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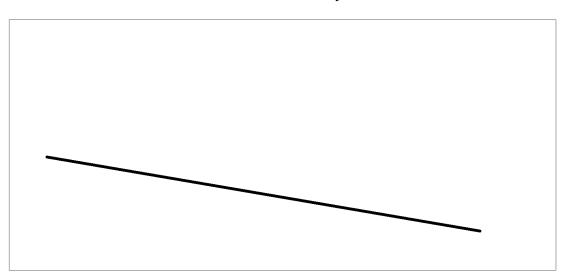
STAT

## 29 May 1952

## REPORT FOR THE WEEK OF 26 - 29 MAY

To:	STATINTL
From:	

- 1. Prepared first draft of plan for training supervisors throughout the Agency in the use of the Personnel Evaluation Report.
- 2. Completed details and scheduling of the new course in intelligence reporting for OSI, 9 13 June.
- 3. Conducted <u>lecture-discussion</u> on executive development in UTGA program at STAT
- 4. Submitted basic plan for a Human Resources Program as the approach to supervisory training for individuals with all levels of supervisory responsibility in this Agency.
- 5. Working on revised T/O for budget purposes.
- is preparing a basic document on the present and future space requirements for the Reading Improvement Laboratory. It will be necessary to expand considerably. I believe that the best plan will be to go to an entirely new location where the entire laboratory can be given a solid block of air-conditioned space. This must be done at once.



STATINTL